

AUTHORIZED  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES

**SPECIAL ITEM NUMBER 132-50 - TRAINING COURSES (FPDS Code U012)**

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**SPECIAL ITEM NUMBER 132-60F IDENTITY AND ACCESS MANAGEMENT PROFESSIONAL SERVICES - SUBJECT TO COOPERATIVE PURCHASING.** Supports planning, risk assessment, deployment, implementation and integration of Identity and Access Management (IAM) with customer agency applications, both certificate-based and non-certificate-based. (FPDS D399)

Avistas Business Engineering, LLC  
dba Avistas Government Solutions  
545 E John Carpenter Fwy  
Suite 300  
Irving, Texas 75062  
214-544-0400  
  
www.avistasgs.com

Contract Number GS35F0217W

Period Covered by Contract: 25 Jan 2010 through 24 Jan 2015

General Services Administration Federal Acquisition Service

Pricelist current through Modification # A197, dated 09/21/2011

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

### **1. GEOGRAPHIC SCOPE OF CONTRACT:**

Avistas Government Solutions (Avistas GS) will provide services within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories, subject to appropriate travel compensations.

### **2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

#### **Payment Address:**

Avistas Government Solutions  
545 E. John Carpenter Freeway  
Suite 300  
Irving, Texas 75062

#### **Ordering Address:**

Avistas Government Solutions  
545 E. John Carpenter Freeway  
Suite 300  
Irving, Texas 75062

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:  
214-544-0400, ext. 11, 214-597-2851

### **3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification Under Federal Schedule Contract

Block 16: Data Universal Numbering System (DUNS) Number: 146560235

Block 30: Type of Contractor - Other Small Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 04-3703553

4a. CAGE Code: 4MNW7

4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-50	As agreed by the agency and the contractor
132-51	As agreed by the agency and the contractor
132-60F	As agreed by the agency and the contractor

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 3% - 10 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity – None
- c. Dollar Volume - None
- d. Other Special discounts - None

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

None

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$100.

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services  
Special Item Number 132-60F – Identity and Access Management Professional Services
- b. The Maximum Order for the following Special Item Numbers (SINs) is \$25,000:  
Special Item Number 132-50 – Training Courses

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

**REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be

obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

#### **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

**16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

**17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## 19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not Applicable

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## 20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## 21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## 22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## 23. SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes   X  

No       

Avistas GS information on the Voluntary Product Accessibility Template (VPAT), which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract can be found at [www.avistasgs.com/VPAT-GPAT.html](http://www.avistasgs.com/VPAT-GPAT.html).



## **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## **26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF  
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL  
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE  
(SPECIAL ITEM NUMBER 132-50)**

**1. SCOPE**

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

**3. TIME OF DELIVERY**

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

**4. CANCELLATION AND RESCHEDULING**

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

**5. FOLLOW-UP SUPPORT**

The Contractor agrees to provide each student with unlimited telephone support or online support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

## 6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

## 7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

## 8. FORMAT AND CONTENT OF TRAINING

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. **\*\*If applicable\*\*** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
  - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
  - (2) The length of the course;
  - (3) Mandatory and desirable prerequisites for student enrollment;
  - (4) The minimum and maximum number of students per class;
  - (5) The locations where the course is offered;
  - (6) Class schedules; and
  - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

## 9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

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**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established

Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS --COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING**

#### **SERVICES**

Avistas Government Solutions (Avistas GS) provides on-site and remote support to our clients while leveraging decades of experience and lessons learned that focus on three principle objectives:

- **Manage Allocated Budgets**
- **Increase Operational Effectiveness**
- **Reduce Risk**

Our intellectual capital is transferred directly into your organization's institutional knowledge domains on a project basis in order to rapidly achieve a formally stated business objective that usually involves a complex symphony of *people, process and technology*.

Our services address today's most challenging executive issues head-on and are commonly delivered through one or more of our four core practice areas:

- A. Management Services** (SIN 132-51)
- B. Technical Services** (SIN 132-51)
- C. Human Capital Services** (SIN 132-51)
- D. Emergency Services Operations and Technology** (SIN 132-51)
- E. Identity and Access Management** (SIN 132-60F)

**A. Management Services (SIN 132-51)** - Business agility and innovation require clearly defined and finely tuned integration of people, process and technology.

*“We believe that technology exists to serve the interests of an organization and must simply facilitate the visibility of actionable information, but is subordinate to myriad human factors, business processes, compliance and other management centric endeavors.”*

It is only when chartered and management sponsored endeavors are defined, validated, funded and approved that technology can perhaps play a role.

Avistas GS professional skills and subject matter experts assist our clients with improving corporate and process performance, enhancing visibility into business intelligence, cash management, cash flow and compliance, significantly improving training & education, along with many other corporate services.

Specific categories of Management Services offered include the following:

- 1.) **Business Intelligence** - Operational Visibility – “Line-of-Sight”, Financial and Performance Data, Trends and Triggers, Presentation and Delivery of Business Intelligence
- 2.) **Project Portfolio Optimization** - Business Value, Risk Assessment, Resource Management, Project Priorities, Requirements Development and Documentation, Skills Allocation and Employee Training, Vendor Management and Spend Optimization
- 3.) **Change and Asset Management** - Operational Visibility – “Line-of-Sight”, Change Control and Priorities, Unplanned Work Reduction, Unambiguous Process Resolution
- 4.) **Human Capital** - Knowledge Management, Communities of Practice, Talent Strategy, Talent Acquisition, Talent Development & Talent Leadership
- 5.) **Governance and Compliance** – COBIT: Control Objectives for Information and related Technology , Six Sigma, Sarbanes-Oxley, HIPAA: Health Insurance Portability and Accountability Act, GLBA, Gramm-Leach-Bliley Act, International Organization for Standardization (ISO), International Telecommunications Union (ITU), Telecommunications Management Forum (TM Forum) and many others
- 6.) **Business Process Optimization** - Bottleneck Identification and Isolation, Performance Optimization, Automation Opportunities, Manual Rollback and Simplification Opportunities, Supporting Technologies, Integration and Reporting
- 7.) **Services Delivery Management** – Organizational Needs, Results Delivery, Services Optimization, Best Practices and Benchmarking
- 8.) **Knowledge Performance Management** - Staff Assessment, Knowledge Delivery, Knowledge Management, Communities of Practice, Education Management, Staff Retention
- 9.) **Program, Project and Product Management** – Budgets, Resources, Critical Path Timelines and Milestones, Dependencies, Market Intelligence, Implementation and Launch Strategies



**B. Technical Services** (SIN 132-51) - Avistas GS founders and professionals advise some of the world's largest organizations with mission critical applications, communications and technical decisions assuring the most secure and reliable delivery of services.

Our professionals have supported cities, states, governments, international investment groups and some of the world's largest corporations as well as telecommunications manufacturers and carriers (Telco's, ISPs and Wireless) to advise them on product and service enhancements.

**“The depth and breadth of our suite of technical services is based on more than 25 years of design, specification, acquisition and implementation services to major corporations, governments, non-profits, small to medium-sized enterprises and start-ups, assisting them with their growth, security, business continuity, disaster recovery, relocations, technology refresh, mergers, acquisitions & divestitures, integrations, contract negotiations, web-enablement, wireless & mobility and myriad technology specific challenges unique to their individual circumstances.”**

Specific categories of Technical Services offered include the following:

- 1.) **Application Integration** - Business Requirements, Architecture and Design, Data Consolidation, Storage and Warehousing, Development, Testing and QA Processes, Services Oriented Architectures, Web Services, Managed Applications, Project Management
- 2.) **Infrastructure and Technology** - Architecture and Design, Server and Storage Consolidation, Integrated Networking and IP Convergence, Wireless Networks, Device and Application Integration, Telecommunications System Design and Optimization, Voice and Video over IP, Audio/Visual Requirements and Design, Information Security, Access Control and Building Management Systems, Data Center Requirements and Design, Call Center Systems Integration and Consolidation, Business Continuity and Disaster Recovery, Project Management
- 3.) **Development Support** - Business Requirements, Architecture and Design, Planning and Specifications, Staff Support, Project Management

**C. Human Capital Services** (SIN 132-51) - Whether consulting, skills augmentation or full-time placement, Avistas GS takes a pro-active approach to human capital management and talent placement by consistently mentoring management and staff to achieve the best results in an environment that maximizes job satisfaction and retention.

Additionally, our talent managers are skilled in supplementing your staff with project employees or finding you the most ideal permanent placement available.

Specific categories of Human Capital Services offered include the following:

- 1.) **Knowledge Management** - comprises a range of practices used by organizations to identify, create, represent, distribute and enable adoption of what it knows, and how it knows it.
- 2.) **Communities of Practice** – A key element of organizational development that includes the process of social learning using interactive and collaborative tools to develop social capital, nurture new knowledge, stimulate innovation, or share existing tacit knowledge within an organization.
- 3.) **Talent Strategy** – Workforce Effectiveness, The High Performance Organization, Human Capital Theory & Strategy, Future Labor Trends, Workforce Planning, The Virtual Global Workforce, The Self-Service Workforce, HR & Business Process Outsourcing, Global Talent Management, Contingent Workforce Management, Talent Management Technology, Employer Branding, Employee Surveys and Organizational Effectiveness, Enterprise Workforce Management
- 4.) **Talent Acquisition** – Total workforce Acquisition, Optimizing Recruitment Operations, Employee and Alumni Referral, Executive Acquisition Strategies, Strategic Sourcing and Recruitment, Diversity Sourcing

and Recruitment, College Recruitment, Recruitment Process Outsourcing, Assessment and Selection, Effective Hiring, Recruitment Advertising and Communications, Measuring of Hire

- 5.) **Talent Development** – Competencies for Top Talent, Creating a Diverse Workplace, Executive Mobility, Compensation and Incentives, Strategic Performance Systems, Emotional Intelligence and Human Capital, Integrated Learning & Performance, Mentorship Strategies, Knowledge Management, Talent Career Transition Management
- 6.) **Talent Leadership** – Next Generation Leadership Development, Comprehensive On-Boarding, Developing and Optimizing Talent, Engaging and Retaining Talent, Integrating Mergers & Acquisitions, Innovative Talent Solutions, Performance Management, The ROI in Talent and Talent Management, Human Capital Analytics, Succession and Advancement, Collaborative for Enterprise-wide Performance

**D. Emergency Services Operations and Technology** (SIN 132-51) – Avistas GS professionals have been active in Enhanced 9-1-1, Public Safety communications and wireless technologies for several decades. Emphasis is on best utilization of resources to meet defined goals for performance and the Protection of the Public. We have extensive background in integrated communications via TCP/IP and multi-media digital communications.

Specific categories of Emergency Services Operations and Technology services offered include the following:

- 1.) **E9-1-1 Systems** – Systems Optimization, Upgrade Planning and Management, RFP/RFQ Development, Procurement Management, CAD & Wireless Integration Planning & Management, Performance Analysis, Quality Assurance Planning and Management, Public Safety Systems Integration and Management
- 2.) **Next Generation 9-1-1** – Readiness Assessment and Gap Analysis, Upgrade Planning and Management, RFP/RFQ Development, Procurement Management, CAD & Wireless Integration Planning & Management, Network Integration Planning, Design and Implementation, Wireless IP & Project 25 Integration Planning and Implementation
- 3.) **Wireless Systems** - Municipal Wireless Mesh Analysis, Design and Implementation Management, Public Safety Wireless LAN Integration Planning & Implementation, Public Safety Radio Systems Integration Planning & Implementation
- 4.) **Computer Aided Dispatch Systems** – Planning, Design and Implementation, RFP/RFQ Development, Procurement Management, GIS Integration, Automatic Vehicle Location, Public Safety Wireless LAN Integration
- 5.) **Voice and Video via IP** - Communications Integration for Public Safety, Upgrade Planning and Implementation, Integration of Multi-media and Telematics Data into PSAPs, Communications Security, Digital Media Storage Planning and Implementation
- 6.) **Geographic Information Systems** – Planning and Data Reconciliation & Standardization, Integration and Implementation Management, RFP/RFQ Development, Procurement Management, Ongoing Management and Data Quality Planning and Implementation

**E. Identity and Access Management (SIN 132-60F)** – In today’s ever more hostile environment, adequate protection of assets (electronic data, physical data, systems and people) requires effective management of the following:

- Identity – Is the person or application correctly identified when access is requested?
- Authorization – Are the access rights (electronic or physical) of the requester consistent with the access request?
- Information Classification – Has the owner and the manager of information (paper or electronic) set access permissions in accordance with published information control policies?
- Access rights – Are the access rights of each requestor consistent with their current role in the organization?

Specific categories of Identity and Access Management (IAM) services offered include the following:

- 1) ***IAM Planning*** – Investigating, evaluating and planning IAM initiatives to meet organizational and regulatory requirements related to information access and privacy, systems security, physical access control, identity management and related systems integration. The process is based on a SNAP Assessment, that investigates the IAM environment using the following criteria:
  - *Sustainability*, in terms of costs, support and staff skills
  - *Neutrality*, based on accepted standards, vendor independence and interoperability
  - *Availability*, as measured by information confidentiality, reliability and integrity
  - *Productivity*, in that the environment 1) meets end user needs, 2) supports effective work flows and 3) has an extensible architecture
- 2) ***Security and Risk Assessment*** – Investigation, evaluation and assessments related to specific 1) information and physical security systems and processes, 2) information and physical risks posed by threats from natural sources, criminal/terrorist activity, systems & operational processes and systems failures. The assessment includes analysis of the financial effects and probabilities resulting from ineffective or missing policies, procedures and systems.
- 3) ***Policy and Procedures Development*** – Working with organizational management, Avistas GS assists in developing a security strategy appropriate to organizational and regulatory needs, using that information to develop security policies. The policies are then used to define and create procedures to effect the policies and detailed instructions on execution of the procedures.
- 4) ***Systems Integration*** – As new security requirements, systems and applications are developed and become available in the marketplace, Avistas GS provides the knowledge, skills and experience to integrate these into your existing environment to manage costs and to harmonize the ongoing management of new capabilities with your current people, processes and technology.
- 5) ***Incident Response and Management*** – When a security related event occurs, incident management is the process by which relevant information is quickly (and automatically) collected and presented to various responders, according to their duties and responsibilities. For a fire event, security staff need to know the location and the people in the area to be able to act protect life, where a plant manager (after life safety is under control) needs to know what systems are affected and how to quickly recover to normal operations. Incident response is the immediate actions required to protect life and property and stop the threat, where incident management is the longer term actions to restore operations.
- 6) ***Project Planning and Implementation Management*** – As actionable initiatives are developed and defined, Avistas GS can provide multiple levels of project assistance, including 1) mentoring and support of your staff to execute, 2) providing supplemental resources to work with your staff and 3) providing “turn-key” project execution management, minimizing the need to pull your staff from critical operations roles.

## PROFESSIONAL SERVICES RATES

Title/Position	Hourly Rates by Contract Year without IFF				
	1/25/2010 thru 1/24/2011	1/25/2011 thru 1/24/2012	1/25/2012 thru 1/24/2013	1/25/2013 thru 1/24/2014	1/25/2014 thru 1/24/2015
<b>SIN 132-51 - IT Professional Services:</b>					
- Senior Program Director	\$ 202.00	206.77	211.65	216.64	221.75
- Senior Systems Architect	\$ 192.00	196.53	201.17	205.92	210.78
- Senior Design Engineer	\$ 190.00	194.48	199.07	203.77	208.58
- Senior Applications Architect	\$ 198.00	202.67	207.46	212.35	217.36
- Business Process Analyst and Designer	\$ 168.00	171.96	176.02	180.18	184.43
- Systems and Network Engineer	\$ 173.00	177.08	181.26	185.54	189.92
- Software Development Manager	\$ 170.00	174.01	178.12	182.32	186.63
- Project Implementation Manager	\$ 173.00	177.08	181.26	185.54	189.92
<b>SIN 132-60F – IAM Professional Services:</b>					
- Senior Security Architect	N/A	227.50	232.87	238.36	243.99
- Information Access Engineer	N/A	206.25.	211.12	216.10	221.20
- Access Integration Engineer	N/A	206.25.	211.12	216.10	221.20
- Security Analyst	N/A	187.50.	191.93	196.45	201.09
- Risk Analyst	N/A	187.50.	191.93	196.45	201.09

## PROFESSIONAL SERVICES QUALIFICATIONS DESCRIPTIONS

### SENIOR PROGRAM DIRECTOR (SIN 132-51)

**Minimum/General Experience:** Minimum of 5 years of successful Program Manager or Assistant Program Manager Experience, minimum of 10 years of project experience working on projects and programs in positions of increasing responsibility is required. Candidate has the ability to manage moderate to large size programs. Recognized leader and manager well versed in the principles of project and program management, strategic and tactical planning, coordinating and integrating multiple large and complete projects into a comprehensive program. Capable of working with the client in defining their business drivers and how the program objectives deliver benefits for business success. Ability to interface with task and functional leaders, subcontractors, and support personnel. Primary customer interface and Avistas GS senior management interface with financial management responsibility.

**Functional Responsibility:** As the primary customer interface, the Senior Program Director listens to and understands customer expectations and concerns, and assures support is being executed effectively. Responsible to plan, implement, and maintain support team organization structure, and select and recruit team members as appropriate. Evaluates effectiveness of team organization and make changes when needed. Interacts frequently with senior management and customers and assess performance of subordinates. Directs personnel training, mentoring, and assign increased responsibilities as appropriate. Provides leadership and direction to personnel performing complex tasks to satisfy program deliverables.

**Minimum Education:** Bachelor's degree in Engineering, Systems Management, or equivalent discipline and may possess PMP® or other professional project/program management certifications.

### **SENIOR SYSTEMS ARCHITECT (SIN 132-51)**

**Minimum/General Experience:** Minimum of 10 years of relevant experience in information systems design, development, and implementation. Ability to understand large complex network and software architectures at a detailed level. Familiarity with full life cycle system development and agile software development methodologies. Demonstrable technical leadership experience with design and development of Enterprise level information system architectures. Works both independently and as a part of interdisciplinary teams. Excellent written and oral communications skills.

**Functional Responsibility:** Determines information system requirements based on knowledge of information technology, security, architecture, process and end user needs. Leads systems engineering and architecture development process. Works with multidisciplinary teams to develop information systems design, performance and implementation plans.

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent.

### **SENIOR DESIGN ENGINEER (SIN 132-51)**

**Minimum/General Experience:** Minimum of 8 years of full life-cycle design & implementation of increasingly complex solutions regarding the integration of business process, IP networks, various legacy and enterprise applications using both public & private infrastructures, security protocols and third-party services.

**Functional Responsibility:** Develops and maintains detailed plans in support of engineering design, specifications and all solution components (hardware, software, networks, interfaces, support services and reporting). Implements plans including design, analysis, reviews, data and production support. Responsible for ensuring that solution meets or exceeds customer requirements and prepares necessary documentation to demonstrate compliance

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent.

### **SENIOR APPLICATIONS ARCHITECT (SIN 132-51)**

**Minimum/General Experience:** Minimum of 10 years of experience as an Application Architect and/or a Lead Application Developer. Demonstrated experience as a J2EE and .Net application architect; Service Oriented Architecture principles and related technologies. Demonstrated knowledge and experience with XML, WSDL and SOAP along with PKI and LDAP. Knowledge of applications security in applications development.

**Functional Responsibility:** Transforms business and technical requirements into an architecture and design for applications and services that will be newly created. Works together with internal & external applications development teams to assure systems integrate properly, to avoid redundancy or design conflicts, assure secure applications design and develop requirements and structure for the technical solution documentation

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent.

## **BUSINESS PROCESS ANALYST AND DESIGNER (SIN 132-51)**

**Minimum/General Experience:** Minimum of 5 years of practical experience in business process analysis, process re-engineering and development and project management. Demonstrated experience with current systems analysis principles, methods, procedures, practices, tools and techniques and project management principles. A proven ability to communicate effectively with variety of levels of knowledge, skills and responsibilities and dedication to meeting the expectations and requirements of internal customers.

**Functional Responsibility:** Collaborates with members of client teams to leverage process improvement techniques to perform analyses of client systems, records and information management, business continuity and disaster recover policies and identify opportunities for enhancements in efficiencies that will further client objectives. Performs investigational analysis and evaluation to determine project or application feasibility

**Minimum Education:** Bachelor's degree in business analysis, management information systems, or related technical degree or combination of education and experience.

## **SYSTEMS AND NETWORK ENGINEER (SIN 132-51)**

**Minimum/General Experience:** Minimum of 5 years of design, implementation management or support of: MPLS, BGP, OSPF, QOS, VOIP networks along with MIB management, performance reporting and security.

**Functional Responsibility:** Provides advanced network engineering and design in support of enterprise network devices and services. Provides advanced consultation in the design, development and implementation of technical products and network services and devices. Engineers requirements definition, architecture development, and network level design and integration for data transport and interconnectivity needs of secure business critical applications and functions. Provides advanced technical leadership and resources for enterprise network devices and services.

**Minimum Education:** Bachelor's degree in computer science, electrical engineering, telecommunications or equivalent and may carry certifications in a variety of relevant vendor product programs.

## **SOFTWARE DEVELOPMENT MANAGER (SIN 132-51)**

**Minimum/General Experience:** Minimum of 10 years of broad based information systems and business experience including previous experience in software development /engineering. 4+ years of experience managing systems development projects. 3+ years of development experience in an n-tier environment. 3+ years of experience in web application development. 3+ years of experience working for or with business units to solve/meet complex business problems/requirements

**Functional Responsibility:** Determines staffing and allocation of resources. Assigns duties, responsibilities and scope of authority to project personnel. Directs and coordinates activities to ensure project progresses on schedule and within budget. Provides written direction and feedback. Prepares status reports and inform management, clients and other authorized personnel of project status. Coordinates and obtains written approvals for any specification changes and monitor results against technical requirements/specifications. Coordinates development and maintenance of documentation

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent.

## **PROJECT IMPLEMENTATION MANAGER (SIN 132-51)**

**Minimum/General Experience:** Minimum of 8 years experience managing increasingly complex projects involving enterprise applications, integrations, global operations, multiple platforms and multiple vendors in a matrixed client environment.

**Functional Responsibility:** Works with client to identify project requirements, and scope the effort associated with implementing those requirements. Identifies schedule uncertainties and risks for both client and Avistas GS. Implements mitigation strategies and contingency plans. Runs the project on a day-to-day basis. Coordinates designers, engineers, QA, other Avistas GS subject matter experts, vendors, service providers, and clients to deliver milestones according to the plan. Tracks and reports team hours and manages project budget. Analyzes and ensure project profitability for client. Schedule and attend meetings with clients and maintain communications with regard to project status.

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent.

## **SENIOR SECURITY ARCHITECT (SIN 132-60F)**

**Minimum/General Experience:** Minimum of 10 years of relevant experience in Integrated Access Management, including planning, risk assessment, design and integration of Identity and Access Management (IAM) solutions with Customer agency applications, both certificate-based and non-certificate-based.

**Functional Responsibility:** Based on customer IAM requirements and identified risk profiles, develops Identity and Access Management systems that will 1) meet the requirements, 2) integrate with existing IAM systems and management, 3) can be updated and expanded as required in the future and 4) can be effectively managed by the operations staff. Good interpersonal skills are required to effectively coordinate with the customer management and technical staff. Demonstrable technical leadership experience with design and development of IAM systems architectures. Works both independently and as a part of interdisciplinary teams. Excellent written and oral communications skills.

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, information security, telecommunications or equivalent.

## **INFORMATION ACCESS ENGINEER (SIN 132-60F)**

**Minimum/General Experience:** Minimum of 8 years of full life-cycle design & implementation of increasingly complex solutions for information access, security and management systems. Experience in design of IAM systems using recognized standards and requirements, including public & private infrastructures and third-party services.

**Functional Responsibility:** Develops and maintains detailed plans in support of engineering design, specifications and all solution components (hardware, software, networks, interfaces, support services and reporting) for IAM solutions and systems.. Implements plans including design, analysis, reviews, data and production support. Responsible for ensuring that solution meets or exceeds customer requirements and prepares necessary documentation to demonstrate compliance

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent. Proof of knowledge/education can alternately be provided by appropriate certifications from ISC<sup>2</sup> (International Information Systems Security Certification Consortium, Inc.), SIA (Security Industry Association), ASIS International (formerly American Society for Industrial Security) or other recognized certification organization.

### **ACCESS INTEGRATION ENGINEER (SIN 132-60F)**

**Minimum/General Experience:** Minimum of 8 years experience managing increasingly complex projects involving integration of new technologies into existing access control, surveillance and security systems and management structures.

**Functional Responsibility:** Works with client to identify IAM integration requirements and scope the effort associated with implementing those requirements. Identifies technical issues, develops software interface requirements and evaluates project risks for both client and Avistas GS. Develops incident management requirements, integration of access controls, video & access surveillance, environment sensors and other physical and electronic inputs.

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, information security, telecommunications or equivalent. Proof of knowledge/education can alternately be provided by appropriate certifications from ISC<sup>2</sup> (International Information Systems Security Certification Consortium, Inc.), SIA (Security Industry Association), ASIS International (formerly American Society for Industrial Security) or other recognized certification organization.

### **SECURITY ANALYST (SIN 132-60F)**

**Minimum/General Experience:** Minimum of 8 years experience in analyzing and evaluating information and physical security environments and applying international, technical and operational standards to assess the state of security for the client organization.

**Functional Responsibility:** Investigates and evaluates the current state of security for a client organization, including, but not limited to identity management, information access rights, physical security, access controls, surveillance, command & control systems, policies and procedures. Requires excellent communications skills with senior management, middle management, security staff and technical staff to assure that accurate and complete information is acquired in the analysis process.

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent. Proof of knowledge/education can alternately be provided by appropriate certifications from ISC<sup>2</sup> (International Information Systems Security Certification Consortium, Inc.), SIA (Security Industry Association), ASIS International (formerly American Society for Industrial Security) or other recognized certification organization.

### **RISK ANALYST (SIN 132-60F)**

**Minimum/General Experience:** Minimum of 8 years experience in analyzing and evaluating organizational, technical and physical risks in a variety of organizations and developing risk profiles and related probabilities and cost consequences of the risks

**Functional Responsibility:** Investigates and evaluates potential risks in an organization, including physical, electronic, information, communications and applications risks. Develops risk profiles, including vulnerabilities, threats, probabilities of an event related to each risk, and the costs and operations consequences of each event. Assists in evaluating the risk profile in terms of effective mitigation strategies and related costs.

**Minimum Education:** Bachelor of Science in computer science, information technology, systems engineering, telecommunications or equivalent. Proof of knowledge/education can alternately be provided by appropriate certifications from ISC<sup>2</sup> (International Information Systems Security Certification Consortium, Inc.), SIA (Security Industry Association), ASIS International (formerly American Society for Industrial Security) or other recognized certification organization.



## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Avistas GS provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Bill Morgan, CEO, ph. 214-544-0400, bmorgan@avistasgs.com, fax 214-242-2311**

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                              Date

BPA NUMBER\_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s)\_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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**BASIC GUIDELINES FOR USING  
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

### PRODUCT CATALOG ITEMS

SIN	Part Number	Manufacturer	Product Description	GSA Awarded Price
132-60F	SNAP-SEC	Avistas Government Solutions	<p><b>Security Policies SNAP Assessment and Recommendations Assessment</b> includes the following:</p> <ol style="list-style-type: none"> <li>1. Review of current Information Security environment</li> <li>2. Recommended Security Policies</li> <li>3. Summary Report describing Environment, Policies, Rationale, Implementation Responsibilities and Available Tools.</li> </ol> <p>Three days will be spent on-site reviewing the environment, assessing security requirements and providing preliminary recommendations. The Summary Report will be provided within 2 weeks of the on-site effort.</p> <p>Does not include applicable travel expenses.</p>	\$12,500.00
132-50	TRN-COBIT-AUDIT	Avistas Government Solutions	<p><b>COBIT Operations Audit Training Course</b></p> <p>This two day course prepares IT staff to develop auditable processes and procedures.</p> <p>Prerequisites – experience in IT management and basic audit.</p> <p>Designed for up to six staff members.</p> <p>Offered at Customer site at a time agreed between Customer and Contractor.</p> <p>Pre-delivery Preparation:</p> <ul style="list-style-type: none"> <li>• Conference call to review the organization's current audit and IT management environment and identify particular issues to be addressed</li> <li>• Adaptation of the training to meet the needs of the organization.</li> </ul> <p>Day 1 – COBIT Audit Definitions &amp; Objectives</p> <ul style="list-style-type: none"> <li>• Developing Linkages from COBIT to Business Strategy, Plan &amp; Requirements</li> <li>• Gaining Consensus for Audit Success Criteria &amp; Level of Detail Required</li> <li>• Lunch</li> <li>• Desired Level of Maturity</li> <li>• Desired Target Score</li> </ul> <p>Day 2 – The COBIT Framework Applied</p> <ul style="list-style-type: none"> <li>• Comparison of Desired Target to Achieved Audit Scores</li> <li>• Discuss Recommended Next Steps</li> <li>• Lunch</li> <li>• Review audit situations and documentation examples.</li> </ul> <p>Price per class, exclusive of travel expenses.</p>	\$7,800.00